

# Technology Usage Policy

**Please read this policy carefully. It contains important Information about your responsibilities and rules you must follow once you are granted access to Miami County's computer and technology facilities. Your signature indicates that you understand the terms of this policy. A copy of the signed policy will be placed in your personnel file.**

In consideration for accessing and using the Miami County technology and communications equipment and services, including but not limited to computers, computer facilities, networks, Internet, Intranet or Extranet connections, telephones, facsimile machines, copy machines, typewriters, scanners, pocket computers, personal digital assistants, Palm-type devices, cell phones, pagers, voicemail, electronic mail, electronic mail, licensed or developed software, software documentation or electronic data of any kind (hereafter referred to as "Technology"), I understand and agree to the following rules:

1. I shall use all Technology consistent with:

- a. this policy,
- b. the Miami County Personnel Policy, and
- c. all other policies of Miami County government.

2. My voicemail and e-mail messages will not contain content that may be reasonably considered offensive or disruptive to any employee. Offensive content would include but would not be limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, or disability.

3. I will be responsible for the content of all text, audio, or images I place or send over the Internet. I will attach my name to all messages communicated on the Internet. I will not transmit any messages using someone else's name, without his or her express consent, nor under

an assumed name.

4. I understand that any voicemail and email sent or received using equipment provided by Miami County, and the data stored on such systems, are and remain at all times the property of Miami County. As such, all voicemail and e-mail messages created, sent, and received are and remain the property of Miami County. I have no right to privacy as to any information or file transmitted or stored through Miami County's computer systems, voicemail, electronic mail, or other Technology.

5. I understand that computer passwords are confidential and should not be shared with or used by any other person, other than the Office Head. I will keep the Office Head advised of all sign-on passwords, screen saver passwords, and other passwords that may be needed to access computers or other Technology allocated for my use. At no time will I share or use another person's computer password, unless expressly authorized by that person for limited, one-time use.

6. I shall use care in protecting the Technology and the information contained on it from unauthorized access, misuse, theft, damage, destruction, modification or disclosure. At no time shall I access, or attempt to access, any Technology without having the express authority to do so. At no time shall I access, or attempt to access, any Technology in a manner inconsistent with the approved method of system entry. At no time will I leave a workstation without first ensuring that I have properly secured the workstation from unauthorized access.

7. I understand that all information and work product developed while on the job or while using counties facilities or resources will be the exclusive property of Miami County.

8. I will not copy, share, distribute, disclose, sublicense, modify, reverse-engineer or sell any software licensed, developed or being evaluated by Miami County unless I have received prior written approval from The Miami County Board of Commissioners to do so. At all times I shall use care to protect and keep such software strictly confidential in accordance with the license or any other agreement by Miami County.

9. I shall only use equipment or software owned, licensed or being evaluated by Miami County. I will not use personal or third-party equipment or software at Miami County facilities, nor use Miami County owned software on non-Miami County equipment, unless I have received prior written approval from The Miami County Board of Commissioners.

10. I will not download any patches, updates, applications, screen savers, or other software products without prior approval from the Miami County Technology Supervisor and Office Head. I understand that the Miami County Technology Supervisor must perform a virus scan on any software prior to installation. I understand that all software used on county computers will be procured properly through the appropriate county procedures.

11. I understand that I am strictly prohibited from using county provided technology for any and all of the following purposes:

- a. Viewing, transmitting, retrieving or storing material that may in any way be considered obscene, pornographic or sexually explicit.
- b. Transmitting any messages containing derogatory, harassing or inflammatory remarks about an individual or group's race, color, religion, national origin, age, disability, or other characteristic or attribute not related to their job performance.
- c. Transmitting any abusive, profane or offensive language.
- d. Transmitting any information which the employee knows or has reason to believe may be false, misleading or libelous.
- e. Sending or posting any chain letters, jokes, solicitations, or advertisements not directly related to some business purpose or activity.

- f. Using the County's e-mail system or Internet access for any political or religious causes or activities.
- g. Using the County's technology systems for any gambling related activity.
- h. Using the County's e-mail system or Internet access for personal gain, including the solicitation of, or engagement in, any non-company business.
- i. Using the County's e-mail system or Internet access for any other purpose which is illegal, may damage the County's reputation or is otherwise contrary to the County's best interest.

12. I understand that Miami County reserves the right to monitor use of all Intelenet or county-provided Technology including, but not limited to, electronic mail, Internet and Intranet.

13. I understand that Internet and electronic mail messages are considered public communications, not private, and that most of my communications using the Technology may be subject to storage, retrieval, and disclosure under the Indiana Access to Public Records laws.

14. I understand that the county may conduct unannounced internal audits of Technology to monitor and assure compliance with county policies.

15. If I am found in violation of this policy. I understand I may face disciplinary actions including reprimand, suspension, termination of employment or criminal or civil prosecution if the act is a violation of law.

16. I understand that this policy maybe modified to reflect any changes in county policy or procedures.

\_\_\_\_\_  
Employee/User's name (printed)

\_\_\_\_\_  
Employee/User's signature

Date signed: \_\_\_\_\_